

## **California Fair Political Practices Commission**

### **Memorandum**

**To:** Chair Randolph and Commissioners Downey, Karlan, Knox and Swanson

**From:** Jon Matthews, publications editor

**Re:** Revisions to 2003 publications schedule

**Date:** May 20, 2003

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### **I. Introduction**

The Commission, at its December 2002 meeting, adopted a publications policy, an official FPPC publications list, and a publications production schedule for calendar year 2003. The publications policy provides for quarterly updates of the annual publications schedule as required, with the proposed changes submitted to the Commission for review and approval. Several proposed changes to the 2003 publications schedule are detailed in this memorandum. The complete 2003 publications schedule, including all proposed revisions, is contained in Appendix I. The updated FPPC publications list, including new and revised publications completed and approved as of this date, is proposed in Appendix II.

### **II. Additions to the 2003 publications schedule**

A content review of all of fact sheets and other explanatory materials on the FPPC site, [www.fppc.ca.gov](http://www.fppc.ca.gov), was completed on April 7, 2003. Staff from the Legal Division, Technical Assistance Division, Executive and the Publications Editor assisted in this review. As a result of the review, three fact sheets have been removed from the web site and are scheduled for major revisions. These fact sheets and the nature of the revisions are as follows:

#### ***A) Using Public Funds for Ballot Measure Elections***

Change: This fact sheet should be updated to more accurately reflect current Commission regulations, specifically regulation 18225(b)(2). The scheduled date of completion of the revision is December 2003.

#### ***B) Holding Two Positions***

Change: The fact sheet's monetary limits for economic interests and gifts should be updated. The fact sheet's regulation citations should be updated as required. The scheduled date of completion is July 2003.

#### ***C) Leaving Your State Job? Post-Employment Restrictions May Affect You***

Change: This fact sheet, created in 1998, should be updated to reflect the Commission's opinion in *In re Lucas* (14 FPPC Ops. 15, O-00-157) and various legislative changes, and to clarify several explanations and examples. The scheduled date of completion is October 2003.

The Commission may, at its June meeting, consider and approve amendments to a regulation relating to termination of committees. This change would prompt revision of the following fact sheet:

#### ***D) Committee Termination Requirements for State Candidates***

Change: This fact sheet would be updated if the Commission approves amendments to Regulation 18404.1 (termination of committees). The scheduled date of completion is August 2003.

One new fact sheet is proposed for addition to the 2003 publications schedule:

#### ***E) Advertisement Disclosures***

Change: This new fact sheet would summarize the ballot measure disclosure requirements of Government Code sections 84501-84511. The scheduled date of completion is December 2003.

Staff believes that new Regulation 18329.5 should be incorporated into the FPPC's general publication on how to obtain advice from the FPPC:

#### ***F) How Do I Get Advice from the FPPC?***

Change: This general pamphlet on obtaining advice on the FPPC would be updated to reflect the provisions of new Regulation 18329.5. The regulation relates to advice on agency conflict of interest codes. The scheduled date of completion is October 2003.

### **III. Revisions of projects previously approved for the 2003 publications schedule**

Due to changes in the goals of several proposed projects, as well as workflow and resource issues, staff proposes revisions to existing 2003 publications projects as follows:

***A) Campaign Manual for Local Candidates and Local Primarily Formed Committees***

Change: Due to significant differences in post-Proposition 34 requirements for local and state candidates, staff is developing separate new campaign manuals for local and state candidates and committees. Due to the scope of this major project, completion of the first manual – for local candidates and committees – currently is anticipated for October 2003. Completion of the state candidates’ manual currently is projected for early 2004. A first draft of the local manual has been completed and review is well under way. The originally projected date of completion for the first manual was July 2003.

***B) Virtual Seminar***

Change: After further discussion and analysis, staff proposes that this new web-based PowerPoint presentation be used to outline basic requirements for filing officers. In light of outreach visit budget limitations, staff perceives a significant need for additional web-based training aids for filing officers. The previously proposed subject matter was basic disclosure requirements for candidates. In this area, staff is concentrating its resources on the new manuals. The anticipated date of completion is delayed from August 2003 to December 2003.

***C) Lobbyist Disclosure Fact Sheet***

Change: Staff proposes to delete this fact sheet from the 2003 publications schedule and focus resources on new lobbying manual.

***D) Consultant Fact Sheet***

Change: Because no November 2003 meeting of the Commission is scheduled, anticipated completion date of this fact sheet is moved to December 2003

**Appendix I**

## **Publications schedule for calendar year 2003 (Revised 6/2003)<sup>1</sup>**

**Title:** *Campaign Disclosure Manual for Local Candidates and Local Primarily Formed Committees*

**Nature of project:** Major revision of lengthy publication

**Scheduled date of completion:** October 2003

**Project synopsis:** Major revision of 200-page plus manual to reorganize and incorporate changes in the law since 1995; publication will be on web, in downloadable/printable format, and in printed form in limited quantities

**Title:** *Form 700*

**Nature of Project:** Annual revision of Form 700

**Scheduled Date of Completion:** December 2003

**Project synopsis:** Annual revision of Form 700 and its extensive instructions

**Title:** *The Political Reform Act 2003*

**Nature of Project:** Publication of Political Reform Act

**Scheduled Date of Completion:** Project is completed

**Project synopsis:** Statutorily mandated, annual publication of updated Political Reform Act; includes cross-reference to enforcement cases

**Title:** *FPPC Bulletin*

**Nature of Project:** Publication of Commission's regular newsletter

**Scheduled Date of Completion:** Quarterly. Winter and spring 2003 issues completed and published; summer and fall issues to be published

**Project synopsis:** Production, editing and publishing of web- and e-mail based newsletter of news, programs and activities of Commission and including educational articles <sup>2</sup>

**Title:** *2003 Addendum to Campaign Disclosure Manuals B-E*

**Nature of project:** Update of 1995 campaign manuals and 2002 addendum

**Scheduled date of completion:** Project is completed

**Project synopsis:** Provides interim update of campaign manuals pending completion of new campaign disclosure manuals and future updates of other manuals

**Title:** *Information Manual on Lobbying Disclosure*

**Nature of project:** Major revision of lengthy publication

**Scheduled date of completion:** December 2003

**Project synopsis:** Major revision of manual to reorganize and incorporate changes in the law since 1998

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<sup>1</sup> Presented in proposed, general priority order. Budget constraints may require additional schedule revisions to be submitted to the Commission per section 1 of the publications policy.

<sup>2</sup> To conserve limited staff and budget resources, the Commission's 2002 annual report was condensed and presented as an article in the spring issue of the *Bulletin*.

**Title:** *Limitations and Other Restrictions on Gifts, Honoraria, Travel and Loans for:*

- *Elected State Officers and Candidates for Elective State Office*
- *Members of State Boards and Commissions and State Employees*
- *Local Elected Officers, Candidates for Local Elective Offices, Judicial Candidates, Officials and Employees of Local Government Agencies*
- *Public Officials Who Manage Public Investments*

**Nature of project:** Updating of existing fact sheets

**Scheduled date of completion:** Project is completed (reformatting of fact sheets into web-friendly form – with no additional language changes – to be completed this summer)

**Project synopsis:** Review and revision of existing fact sheets to meet concerns of all divisions and ensure that language accurately reflects the current law and regulations

**Title:** *Using Public Funds for Ballot Measure Elections*

**Nature of project:** Major revision of fact sheet

**Scheduled date of completion:** December 2003

**Project synopsis:** Update fact sheet to reflect current regulations

**Title:** *Holding Two Positions*

**Nature of project:** Major revision of fact sheet

**Scheduled date of completion:** July 2003

**Project synopsis:** Update fact sheet's monetary limits for economic interests and gifts; update regulation citations

**Title:** *Leaving Your State Job? Post-Employment Restrictions May Affect You*

**Nature of project:** Major revision of fact sheet

**Scheduled date of completion:** October 2003

**Project synopsis:** Update fact sheet to reflect Lucas opinion and various legislative changes; clarify explanations and examples

**Title:** *Committee Termination Requirements for State Candidates*

**Nature of project:** Revision of fact sheet

**Scheduled date of completion:** August 2003

**Project synopsis:** Update fact sheet if Commission approves amendments to Regulation 18404.1 (termination of committees)

**Title:** *How Do I Get Advice from the FPPC?*

**Nature of Project:** Pamphlet revision

**Scheduled date of completion:** October 2003

**Project synopsis:** Update general advice pamphlet to reflect the provisions of new Regulation 18329.5, relating to advice on agency conflict of interest codes

**Title:** *Probable Cause Proceedings at the FPPC*

**Nature of Project:** New pamphlet

**Scheduled date of completion:** July 2003

**Project synopsis:** New, web-based pamphlet intended to explain the general nature of probable cause proceedings; target audience is those entering into such proceedings

**Title:** *Virtual seminar*

**Nature of project:** Web-based PowerPoint presentation.

**Scheduled Date of Completion:** December 2003

**Project synopsis:** Web-based PowerPoint presentation outlining basic disclosure requirements for filing officers

**Title:** *When Should Consultants Be Included in a Conflict of Interest Code?*

**Nature of project:** Revision of fact sheet

**Scheduled date of completion:** December 2003

**Project synopsis:** Review and revision of existing fact sheet to meet concerns of all divisions and ensure that language accurately reflects the law and regulations

**Title:** *Advertisement Disclosures*

**Nature of Project:** New fact sheet

**Scheduled date of completion:** December 2003

**Project synopsis:** New fact sheet would summarize the ballot measure disclosure requirements of Government Code sections 84501-84511

## **Appendix II**

## **FPPC Publications list (revised 6/2003)**

### **Political Reform Act**

The 2003 version of the Political Reform Act

### **The FPPC *Bulletin***

- May 2003, Volume 29, No. 2
- January 2002, Volume 29, No. 1
- September 2002, Volume 28, No. 3
- June 2002, Volume 28, No. 2
- February 2002, Volume 28, No. 1
- November 2001, Volume 27, No. 4
- August 2001, Volume 27, No. 3
- May 2001, Volume 27, No. 2
- February 2001, Volume 27, No. 1
- October 2000, Volume 26, No. 4
- August 2000, Volume 26, No. 3
- April 2000, Volume 26, No. 2
- February 2000 Volume 26, No. 1
- October 1999 Volume 25, No. 3
- July 1999 Volume 25, No. 2
- April 1999 Volume 25, No. 1
- December 1998 Volume 24, No. 5
- October 1998 Volume 24, Number 4
- August 1998 Volume 24, Number 3
- May 1998 Volume 24, Number 2
- February 1998 Volume 24, Number 1
- All prior issues of the *Bulletin*, Volumes 1-23, 1975-1997 (not available on web site)

### **Manuals**

- *2003 Addendum to FPPC Campaign Disclosure Information Manuals A - E*
- *Information Manual on Lobbyist Disclosure (1998)*
- *Manual A - For Candidates and Their Controlled Committees<sup>3</sup>*
- *Manual B - For Non-Controlled Committees Primarily Formed to Support or Oppose a specific Candidate or Group of Candidates*

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<sup>3</sup> Campaign disclosure information manuals A-F are referenced on the web site but are available only in printed form. The next revision of each of these manuals will be posted on the web in a format that permits downloading and printing.

- *Manual C - For General Purpose Committees (PACs); Manual D - For Ballot Measure Committees*
- *Manual E - For Major Donor Committees and Independent Expenditure Committees*
- *Manual F - For Slate Mailer Organizations.*

## **Forms**

### Campaign Disclosure:

- Form 400 (1992) -- Slate Mailer Organization Statement of Organization
- Form 401 (1992) -- Slate Mailer Organization Campaign Statement
- Form 402 (1992) -- Slate Mailer Organization Statement of Termination
- Form 405 (1994) -- Amendment to Campaign Disclosure Statement
- Form 410 (1/03) -- Statement of Organization (interactive)
- Form 425 (1/01) -- Semi-Annual Statement of No Activity for Non-Controlled Recipient Committees (interactive)
- Form 450 (6/01) -- Recipient Committee Campaign Statement-Short Form (interactive)
- Form 460 (2001) -- Consolidated Campaign Disclosure Form (interactive)
- Form 461 (1/03) -- Independent Expenditure Committee and Major Donor Committee Campaign Statement (interactive)
- Form 465 (1/01) -- Supplemental Independent Expenditure Report (Now interactive)
- Form 470 (6/01) -- Officeholder/Candidate Campaign Statement-Short Form and Form 470 Supplement (interactive)
- Form 495 (1/01) -- Supplemental Pre-Election Campaign Statement (interactive)
- Form 496 (1/03) -- Late Independent Expenditure Report (interactive)
- Form 497 (1/03) -- Late Contribution Report (interactive)
- Form 498 (8/99) -- Late Payment Report (Slate Mailer Organizations)
- Form 501 (1/03) -- Candidate Intention Statement (interactive)
- Form 511 (1/02) -- Paid Spokesperson Report
- Form 900 (1/01) -- Public Employee's Retirement Board -Candidate Campaign Statement

### Lobbyists and lobbyist employers:

- Form 601 (7/98) -- Lobbying Firm Registration Statement
- Form 602 (7/98) -- Lobbying Firm Activity Authorization
- Form 603 (7/98) -- Lobbyist Employer/Lobbying Coalition Registration Statement
- Form 604 (7/98) -- Lobbyist Certification Statement
- Form 605 (7/98) -- Amendment to Registration
- Form 606 (1997/98) -- Notice of Termination
- Form 607 (1997/98) -- Notice of Withdrawal
- Form 615 (1990) -- Lobbyist Report
- Form 625 (1990) -- Report of Lobbying Firm



- Form 630 (1990) -- Payments Made to Lobbying Coalitions
- Form 635 (1993) -- Report of Lobbyist Employer/Lobbying Coalition
- Form 635-C (1990) -- Payments Received by Lobbying Coalitions
- Form 640 (1993) -- Governmental Agencies Reporting
- Form 645 (1993) -- Report of \$5,000 Filer
- Form 690 (1990) -- Amendment to Lobbying Disclosure Report

Form 700: Statement of Economic Interests:

- Form 700 (2002/03) -- Interactive version of the Statement of Economic Interests
- Form 700 (2002/03) Amendment Schedules – Interactive Version
- Form 700-A (2002/03) – Interactive version of the Statement of Economic Interests for use by auditors, claims managers and adjusters employed by the Franchise Tax Board, Board of Equalization and State Compensation Insurance Fund
- Form 700-U (2002/03) – Interactive version of the Statement of Economic Interests for use by principal investigators employed by the University of California or California State University
- Form 700 (2001/02) -- Interactive version of the Statement of Economic Interests
- Form 700 (2001/02) Amendment schedules -- interactive version
- Form 700 (2000/01) -- Interactive version of the Statement of Economic Interests
- Form 700 (2000/01) Amendment Schedules-- non-interactive version
- Form 700 (1999/00) -- Interactive version of the Statement of Economic Interests

## **Fact Sheets**

Campaign disclosure:

- *Candidates: Important Things to Remember*
- *Sender Identification for Mass Mailings*
- *Recall Elections (as revised 3/03)*
- *Proposition 34 Reporting Information for State Candidates*
  - *Vol. 1*
  - *Vol. 2*
  - *Vol. 3*
- *What's New with "Accrued"-- New Rules on Reporting Accrued Expenses on Schedule F*
- *Committee Treasurers*

- *Notification to Potential Major Donors*
- *Committee Termination Requirements for State Candidates*
- *Chart: Proposition 34: Changes to California Campaign Finance Law*

Conflict of Interest / Financial Disclosure (Statement of Economic Interests):

- *Can I Vote? Conflict of Interest Overview*
- *Campaign Contributions May Cause Conflicts for Appointees and Commissioners*
- *Model Disclosure Categories for State Agency Conflict of Interest Codes*

Limitations and Other Restrictions on Gifts, Honoraria, Travel and Loans for:

- *Elected State Officers and Candidates for Elective State Office*
- *Members of State Boards and Commissions and State Employees*
- *Local Elected Officers, Candidates for Local Elective Offices, Judicial Candidates, Officials and Employees of Local Government Agencies*
- *Public Officials Who Manage Public Investments*
- *Travel Guide for California Officials and Candidates*

Enforcement:

- *How To Report A Violation of the Political Reform Act*
- *Overview of the Enforcement Process*

## **Booklets and Brochures**

- *What Happens After I File a Complaint With the FPPC?*
- *Can I Vote? Conflict of Interest Overview*
- *Your Duty to File: A Basic Overview of State Economic Disclosure Law*
- *How Do I Get Advice from the FPPC?*
- *A Reporter's Guide to the FPPC*
- *About the FPPC*
- *Filing Officer Outreach Programs*

## **Annual reports**

- *Highlights of 2002* (published as article in May 2003 FPPC *Bulletin* in lieu of annual report)
- *Fair Political Practices Commission 2001 Annual Report*
- *Fair Political Practices Commission Resource Directory and 2000 Annual Report*
- *Fair Political Practices Commission 1999 Annual Report*
- Annual or multi-year reports for 1975-1984, 1987-1990, 1992-1993, and 1995 (not available on web).

## **Multimedia tools**

- Ethics Orientation for State Officials<sup>4</sup>
- PowerPoint presentation on conflicts of interest.

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<sup>4</sup> This is an interactive training course developed to provide state officials with information on California's conflict of interest laws. It is maintained on the state Attorney General's web site, and can be accessed via a link from the FPPC web site.